


Focus Occupation: Office Clerks, General (43-9061)

Focus occupation: Office Clerks, General	
Employment and Growth	7,318/ 10.3%
Ave. Monthly Wage	\$3,289
Education/Experience	High school diploma or equivalent

Advance FROM Focus Occupation				
Occupation	Rung	Employment/ Growth	Education/Experience	Similarity
Human Resources, Training, and Labor Relations Specialists, All Other (13-1079)	9	n/a	BA	91
Legal Support Workers, All Other (23-2099)	9	n/a	HS	91
Human Resources Specialists (13-1071)	8	749/ 8.7%	BA	80
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	7	2,697/ 13.2%	HS/1-5 yrs	93
Paralegals and Legal Assistants (23-2011)	6	600/ 6.8%	AA	83
Postal Service Clerks (43-5051)	6	379/ -6.0%	HS	77
Executive Secretaries and Executive Administrative Assistants (43-6011)	5	4,236/ 11.2%	HS/1-5 yrs	94
Brokerage Clerks (43-4011)	4	35/ 16.7%	HS	84
Law Clerks (23-2092)	4	36/ 2.9%	PHD	73
Legal Secretaries (43-6012)	4	529/ 1.1%	HS	96
Production, Planning, and Expediting Clerks (43-5061) 	4	413/ 9.8%	HS	78
Eligibility Interviewers, Government Programs (43-4061)	3	1,061/ 7.0%	AA	84
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	3	587/ 7.9%	HS	92
Social Science Research Assistants (19-4061)	3	104/ 3.0%	AA	79
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	2	5,163/ 11.2%	HS	98
Court, Municipal, and License Clerks (43-4031)	2	770/ 5.8%	HS	93
Credit Authorizers, Checkers, and Clerks (43-4041)	2	42/ 10.5%	HS	75
Information and Record Clerks, All Other (43-4199)	2	1,206/ 10.6%	HS	88
Insurance Claims and Policy Processing Clerks (43-9041)	2	221/ 18.2%	HS	87
Loan Interviewers and Clerks (43-4131)	2	437/ 12.1%	HS	77
Medical Records and Health Information Technicians (29-2071)	2	626/ 27.5%	VOC	84
Medical Secretaries (43-6013)	2	647/ 32.0%	HS	96
Payroll and Timekeeping Clerks (43-3051)	2	594/ 8.4%	HS	98
Procurement Clerks (43-3061)	2	374/ 8.4%	HS	89
Billing and Posting Clerks (43-3021)	1	1,563/ 19.5%	HS	92

Correspondence Clerks (43-4021)	1	42/ 5.0%	HS	88
Interviewers, Except Eligibility and Loan (43-4111)	1	578/ 3.6%	HS	86
Medical Transcriptionists (31-9094)	1	143/ 20.2%	VOC	93
Office and Administrative Support Workers, All Other (43-9199)	1	5,100/ 15.7%	HS	93
Order Clerks (43-4151)	1	355/ 2.3%	HS	80
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)	1	3,633/ 7.4%	HS	99
Word Processors and Typists (43-9022)	1	61/ 1.7%	HS	95

Transfer TO and FROM Focus Occupation

Occupation	Rung	Employment/ Growth	Education/Experience	Similarity
Data Entry Keyers (43-9021)	0	301/ 5.6%	HS	89
File Clerks (43-4071)	0	565/-0.7%	HS	98
Mail Clerks and Mail Machine Operators, Except Postal Service (43-9051)	0	210/ 1.4%	HS	74
Receptionists and Information Clerks (43-4171)	0	3,619/ 18.0%	HS	98
Switchboard Operators, Including Answering Service (43-2011)	0	186/ 0.0%	HS	95

Advance TO Focus Occupation

Occupation	Rung	Employment/ Growth	Education/Experience	Similarity
Library Assistants, Clerical (43-4121)	-1	460/ 9.8%	HS	86
Tellers (43-3071)	-1	1,411/ 15.2%	HS	75
Hotel, Motel, and Resort Desk Clerks (43-4081)	-2	1,188/ 13.1%	HS	80

Important note: A worker does not necessarily have to traverse every rung to advance to or from the focus occupation. Occupations above and below the focus occupation are directly related to the focus occupation, but they are not necessarily directly related to each other. For example, actors and athletes are both related to agents of artists, performers, and athletes, but actors and athletes are not directly related to each other.

Analysis and development of the career lattice is by the Alaska Department of Labor and Workforce Development, Research and Analysis Section.

Data sources used for research and analysis: O*NET (Occupation Information Network), Alaska Occupational Data Base (ODB), Standard Occupational Classification Manual, North American Industry Classification System manual, Bureau of Labor Statistics Occupational Employer Survey (OES) wage estimates.